**First and Last Name**

Phone number | Email | LinkedIn URL

**EDUCATION**

**XXX University City, State**

Degree Earned (Bachelor of Science/Arts in XXX)Graduation: Month Year

Overall GPA:

Major GPA:

Relevant Courses: (optional)

**EXPERIENCE**

**Company Name        City, State**

**Position Held** *Start Month Year – End Month Year*

* List your 3-4 of your most recent & relevant work experiences.
* In 2-4 bullet points, **describe how you shined in your position (i.e. your achievements and skills),** not just your job responsibilities.
* Start each new statement with an action verb.

*Note: even if you don’t have work experience related to your major, highlight skills and experiences you have that transfer over to your major (ex: leadership roles, teamwork, multi-tasking, etc)*

*If you have**volunteer experience that essentially simulated a part/full time position, you can include it in this section.*

**SKILLS & CERTIFICATIONS**

 List any relevant technical skills you have (MS Excel, Alteryx, SQL, etc.)

 List any language skills you have and your proficiency in them

 List any relevant certifications you have

**HONORS & ACTIVITIES** (optional)

**Name of honor received** *Start Month Year – End Month Year*

**List any club or community involvement and any other relevant activities in this section.**

**PROJECTS** (optional)

**Project title** *Start Month Year – End Month Year*

 Brief description of the project's purpose and goals

 List any relevant skills or tools used

 Achievements or results, if applicable